



U.S. Department of State  
INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST <b>ABUJA, NIGERIA</b>	2. AGENCY <b>STATE</b>	3a. POSITION NO. <b>A56053</b>
----------------------------------	---------------------------	-----------------------------------

3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK.  
☐ Yes ☐ No

4. REASON FOR SUBMISSION

☐ a. Redescription of duties: This position replaces

Position No. \_\_\_\_\_ (Title), \_\_\_\_\_ (Series) \_\_\_\_\_ (Grade)

☐ b. New Position

☒ c. Other (explain) **UPDATE OF PD**

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	<b>Janitor, PSA-1305-01</b>	<b>PSA-02</b>		
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE OF POSITION (If different from official title)  
**Janitor**

7. NAME OF EMPLOYEE

8. OFFICE/SECTION

**U.S Embassy, Abuja/Facility Maintenance**

a. First Subdivision

**ADMINISTRATIVE**

b. Second Subdivision

**FACILITIES MAINTENANCE**

c. Third Subdivision

**MAINTENANCE**

9. This is a complete and accurate description of the duties and responsibilities of my responsibilities of position.

10. This is a complete and accurate description of the duties and responsibilities of this position.

Typed Name and Signature of Employee \_\_\_\_\_ Date (mm-dd-yyyy) \_\_\_\_\_

Typed Name and Signature of Supervisor \_\_\_\_\_ Date (mm-dd-yyyy) **6/2/2016**

11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.

12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.

Typed Name and Signature of Section Chief or Agency Head \_\_\_\_\_ Date (mm-dd-yyyy) \_\_\_\_\_

Typed Name and Signature of Admin or Human Resources Officer \_\_\_\_\_ Date (mm-dd-yyyy) \_\_\_\_\_

13. BASIC FUNCTION OF POSITION

**Performs janitorial duties in the classified areas at the Embassy Compound. Responsible for cleaning the classified area Equipment Rooms and Penthouse. Also responsible for cleaning some unclassified spaces. Responsible for qualifying and operating Facilities Maintenance Section's (FAC) manlift equipment and for ensuring such qualification is in accordance with SHEM guidelines. Routinely washes towels, bed sheets and medical clothing from the Embassy's Health Unit. Receives expendable janitorial supplies from GSO Storeroom. Provides escort duties for FAC maintenance contractors. Performs other duties as assigned by the FAC Administrative Assistant or Facility Manager.**

## 14. MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

**Cleans classified areas within the Embassy Compound and equipment rooms:** This position is directly responsible for the daily cleaning of classified offices, restrooms, stairway/hallway, Penthouse and basement areas in the Chancery. The position uses equipments such as vacuum cleaners, carpet cleaning and floor machines, and other expendable cleaning materials to carry out the routine cleaning tasks while under escort by an American. Washes the towels, bed sheets, and clothing from the Embassy's Health Unit on a routine basis. (50%)

**Provides escort services for FAC contractors and the General Service Office maintenance contractors only:** Provides escort services for FAC Contractors at all Embassy compounds and residential locations. Responsible for overseeing and monitoring contractor's personnel while they perform their duties to ensure the contractor's personnel do not breach US security rules and regulations. (20%)

**Operates Manlift Machines:** Incumbent of this position utilizes complex high reach equipment like man-lift and scissors-lift to perform routine high level window cleaning at the Embassy compound and to assist contractor staff carry out repair works at Embassy residential compounds. (10%)

**Receives and uses janitorial expendable supplies from GSO Expendable Storeroom required for the daily cleaning of classified spaces/areas. Initiates Motorpool trip request, when assigned.** (10%)

**Performs other duties as assigned.** (10%)

(continue on blank sheet)

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education:

**Secondary school education required**

b. Prior Work Experience:

**One year of Janitorial experience preferred**

c. Post Entry Training:

**Will be trained in the use of related equipment**

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II,III) and specialization(sp/read):

**Level 3 English**

d. Job Knowledges:

**Must be able to read and understand janitorial supply instructions, materials, and equipments.**

e. Skills and Abilities:

**After SHEM Training, must be able to qualify on the use of heavy equipment, i.e. manlift and scissor lift.**

16. POSITION ELEMENTS :

a. Supervision Received:

**Supervised by the FAC Administrative Assistant (FSN).**

b. Supervision Exercised:

**None**

c. Available Guidelines:

**Ability to follow instructions from the Supervisor and American Officer.**

d. Exercise of Judgement:

**Must be able to make basic janitorial and escort security decisions related to the job.**

e. Authority to Make Commitments:

**None**

f. Nature, Level, and Purpose of Contacts:

**Makes contact with FSNs/Americans within immediate work area and within the Embassy at large.  
Communicate and work with external contractors at the Embassy compounds on contract projects.**

g. Time Expected to Reach Full Performance Level:

**6 months**